

22 June 1962

MEMORANDUM FOR: Colonel White

25X1A

SUBJECT : Headquarters Board of Survey [REDACTED]

1. Any time Agency (Government) property is damaged or lost there must be a determination of whether someone is at fault and should be held liable. Each loss or damage must be investigated and reported in the form of a Report of Survey, stating facts and circumstances, names, dates, locations, estimated dollar values, etc.

2. There are three kinds of Boards of Survey:

a. Logistics Board of Survey, established by Director of Logistics to review all damages and losses of property accountable in Headquarters up to \$1,000. Over \$1,000, cases are referred to the Headquarters Board of Survey.

b. Installation Boards of Survey, established by Chiefs of Station and Base [REDACTED] They may take final action in cases involving less than \$1,000. Over \$1,000, they go to the Headquarters board of Survey.

c. The Headquarters Board of Survey, which reviews all cases in excess of \$1,000 and submits recommendations to Deputy Director (Support). It also reviews claims for loss of personal property.

3. Membership of the Headquarters Board of Survey is:

- O/Log - Chairman
- O/DD/S - Member
- O/DD/P - when case involves DD/P
- O/DD/I - when case involves DD/I
- OGC - Legal Adviser
- O/Log - Secretary

The Regulation does not say, but presumably Logistics is on the Board because the Board's concern is with property and Logistics has the accountability. Deputy Director (Support) is on because he has the action authority, he has over-all responsibility for Logistics, and occasionally his people

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25X1A9a may be involved. Logistics does not fully represent his interests. This was checked with [REDACTED] and he endorses it.

25X1A9a 4. I believe you should designate a representative. Until recently the DD/S representative was [REDACTED], Office of the Comptroller, and before [REDACTED] it was [REDACTED], Office of Security. What would you think of [REDACTED] for the job? He is at the right grade level; he has good judgment and a DD/S-wide point of view; and such membership would not be inconsistent with his role in [REDACTED] group. Furthermore, it would not take much time since the Board usually does not meet more often than once a month. I have discussed this with [REDACTED] and he concurs.

/s/

[REDACTED]

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Distribution:

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